

COUNTY OF BUCKS

JOB TITLE:	Chief Financial Officer	JOB CODE:	0044
DEPARTMENT:	Finance	UNION:	88
FLSA STATUS:	Exempt	GRADE:	
		REVISION DATE:	06/10/2025

POSITION SUMMARY:

The Chief Financial Officer (CFO) provides strategic financial leadership for Bucks County government, overseeing all aspects of fiscal management, including budgeting, financial planning, accounting, and debt management. This position ensures the County's financial integrity, sustainability, investments, and compliance with federal, state, and local laws. The CFO serves as a key advisor to county leadership on financial matters and plays a critical role in long-term planning and fiscal transparency. The CFO reports directly to the Chief Operating Officer.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Directs the development, implementation, and oversight of the annual operating and capital budgets for the County.
- Establishes systems, procedures, and controls to ensure sound operations and safeguard of County assets.
- Oversees the County's Finance Division: Finance Department, Board of Assessment, and Purchasing Department.
- Works closely with all County Divisions, Departments, ROW Offices, and personnel.
- Advises and assists the Board of County Commissioners and other elected officials on financial matters.
- Analyzes and interprets the financial position of the County providing recommendations on courses of action to support sound decision making.
- Reports financial status by developing forecasts, analyzing variances, and recommending improvements.
- Develops financial strategies to determine resources needed to meet the County's operating program and to provide the most optimal use of revenues received.
- Establishes and maintains a system of financial controls governing the use of all funds available to the County.
- Provides financial guidance to County affiliated agencies and authorities as required.
- Develops operational financial strategies forecasting workforce requirements, trends, and vacancies.
- Assists County Human Resources Department with all collective bargaining agreement negotiations.
- Oversees debt issuance, utilization of bond/note proceeds, and long-term debt management.
- Performs similar or related duties as assigned/required.

QUALIFICATIONS REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in accounting, finance, public administration, business administration, or related field.
- MBA, CPA, and/or ten years' relevant government or public sector finance and accounting experience preferred.
- Knowledge of fund accounting, budgeting, and financial reporting (GAAP/GASB).
- Knowledge of local government finance laws, debt issuance, and long-term debt management.
- Senior-level management experience preferred.
- Excellent leadership, communication, and interpersonal skills
- Strong analytical and problem-solving skills.
- Proficiency in ERP, Microsoft, and Adobe software products.

Position: Chief Financial Officer

FUNCTIONAL REQUIREMENTS:

Physical Demands: (Check all that apply)

Balancing	X	Stooping	X	Pushing	X
Climbing	X	Crouching	X	Pulling	X
Crawling	X	Kneeling	X	Handling	X
Standing	X	Sitting	X	Talking	X
Turning	X	Reaching	X	Hearing	X
Seeing	X	Color Vision	X	Depth Perception	X
Mobility	X				

Lifting: (Check one)

X	A) Light	(20-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Carrying: (Check one)

X	A) Light	(10-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Aptitudes: (Check all that apply)

Form perception	X	Problem solving	X
Motor coordination	X	Working speed (ex.wpm)	X
Finger dexterity	X	Manual dexterity	X
Computer/VDT ability	X	General learning ability	X
Clerical perception	X		

Environmental Conditions: (Check all that apply)

Extreme cold		Extreme heat	
Temperature changes		Wet conditions	
Humid conditions		Exposure to fumes	
Exposure to blood and body fluids		Noise and vibration	
Exposure to chemicals		Poor ventilation	
Inclement weather conditions; Inside/outside weather conditions	X		

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
I certify I am able to perform each and every essential function of the job for which I have applied, with or without a reasonable accommodation.

Signature: _____ Date: _____